

**Legal Services Corporation
FY 2005 RFP Applicant Informational Session
Registration Confirmation
Dial toll free 1-866-303-1745 to Participate
Tuesday, May 18, 2004 (2:00 p.m. ET)**

Thank you for registering for the FY 2005 RFP Applicants' Informational Session. It will be held **Tuesday, May 18, 2004 at 2:00 p.m. ET**. This session will focus on general topics regarding the RFP process, addressing questions and issues raised by you, the session participants. The objective of the session is to provide an understanding of the information needed to prepare the competitive grant applicant, and to promote participation in this years grant competition. LSC staff members will panel the discussion. **Participation in this informational session is free of charge.**

The session will follow the format of a round table discussion derived from questions submitted by fax. Conference participants must submit questions by fax only. This format allows the panel to address a broad range of questions and interests efficiently and with minimal interruption. We anticipate that 50 or more applicants will participate in the session; thus, the need for submitting your RFP questions in advance is appreciated. **Sending your questions in advance will assure that the panel addresses those RFP issues that are of importance to you. The names of persons or organizations that submit questions will not be disclosed. If you have not submitted any questions or have additional questions to submit, please do so immediately.**

We strongly encourage you to also submit questions by fax during the session. Responses to these questions will be incorporated into the panel discussion. Fax questions during the session to the "AIS Conference Facilitator," at 202-337-6813.

To participate in the session, dial toll free 1-866-303-1745 from any telephone. When prompted, please enter the following code "391900#" The date of the session is May 18, 2004 and the Conference Leader's name is Reginald Haley. The session will begin promptly at 2:00 p.m. EDT. Please dial into the session by 1:55 p.m. EDT. The session will continue for approximately two hours.

If you experience any technical problems during this session, please contact the "Conference Facilitator" by fax at 202-337-6813.

For your comfort, we suggest you use a telephone equipped with a speaker. Also, please consider inviting all staff that will be involved in responding to the RFP to listen to the panel discussion.

Feel free to pass this communication along to others who may be interested in providing legal services to low-income people. Please remember to complete the attached Applicant Informational Session Evaluation (Appendix H) at the end of the session and fax directly to the Conference Facilitator at 202-337-6813.

*If you have any questions regarding this document, feel free to contact
Reginald Haley at haley@lsc.gov*

**Legal Services Corporation
Applicant Informational Session Evaluation**

(Name and Telephone Number of Conference Participant)

(Date)

**SECTION A: (EFFECTIVENESS OF THE TELEPHONIC
CONFERENCE)**

YES NO

1	Did the telephonic conference provide an understanding of the information needed to prepare the competitive grant application?		
2	Was the telephonic conference an effective medium for exchanging information about the Request for Proposal (RFP)?		
3	Did the panel members provide effective and complete responses to your questions?		
4	Was an adequate amount of time allotted for the conference?		
5	Did you leave the conference before it ended?		
6	Did you submit a list of questions to the panel prior to the conference?		
7	Did questions raised by other participants provide you with useful information?		
8	Do you prefer participating in telephonic conferences from your office instead of traveling to conference sites away from your office?		
9	Did you include other members of your staff in the telephonic conference?		
10	Were you able to hear the conference panel members clearly?		

SECTION B: (ALTERNATIVES TO TELEPHONIC CONFERENCING)

11	Do you feel a traditional conference workshop would have been more suitable for discussing questions related to the RFP?		
12	Would you pay the expense to travel to a conference workshop site?		
13	Do you feel a video conference would have been more suitable for discussing questions related to the RFP?		

SECTION C: (MISCELLANEOUS)

14	Are you a current or previous recipient of LSC funding?		
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On a separate sheet please state your suggestions for improving the effectiveness of the conference. Please fax your comments along with the questionnaire.

**Please fax your completed questionnaire to LSC at (202) 337-6813,
at the conclusion of the conference.**